

TRICARE WESTPAC Conference
New Sanno – Tokyo Japan
10-14 SEPTEMBER 2001

Information Sheet

- Participants:** We anticipate approximately 100 participants composed of representatives from all services throughout the Western Pacific, TRICARE Management Activity, and other invited participants and special guest speakers. All conference attendees upon return to home station are expected to ensure that those who did not attend receive all the information provided at the conference.
- Verification:** Please complete the registration form by **17 July 2001**, and fax the form directly to the TRICARE Pacific Lead Agency at (808) 433-3371. There will not be a registration fee for this conference. A confirmation of your registration will be faxed back to you. The fax will include the conference code provided by The New Sanno for attendees to use to identify our particular conference and make your room reservations directly with the hotel.
- Attire:** The attendees and speakers are to wear uniform of the Day. Business casual if commuting to/from Conference.
- Hotel Information:** New Sanno Hotel DSN 229-7121/7115. (Commercial # (03) 3440-7871 ext.7121). A limited number of rooms have been set aside for conference attendees.
- Over Flow Hotels:** Nearby hotels (10 –15 minute cab ride) Olympic Inn (03-5476-5050), Miyako Hotel (a Raddison Hotel) +03-3447-3111 and Hardee Barracks (DSN 229-3270).
- Schedule:** WESTPAC Main Conference ends at noon on 12 Sep 01
HBA Course ends at noon on 14 Sep 01
Product Standardization ends 1700 on 12 Sep 01
Appointment Standardization ends at noon on 14 Sep 01
- Contacts:** If you have questions regarding the agenda, or registration, contact James Hines or Chelena Gamboa-Jaffke at (808) 433-6841/6846.

NEW SANNO HOTEL INFORMATION

GUEST SERVICES:

Telephone: Front Desk Commerical 03-3440-7871 DSN 229-7220/7231; Room Reservations Commerical 03-3340-7121/7871 DSN 229-8111 FAX (DSN) 229-7102 (COMM) 03-3440-7824

Pack and Wrap: Located on the first floor, they will professionally Pack and Wrap your gifts and prepare them to be sent through the mail.

APO: Adjacent to Pack and Wrap, the APO will ship your packages. (Please be advised that guests of the hotel are not authorized to receive letters/parcels from the New Sanno APO.)

Babysitters/Strollers: A babysitter referral list is available at the front desk. Children under nine (9) years of age may not be left in guest rooms unattended. For a nominal charge, strollers for small children are available at the bellmen's desk.

Bank: A Military Banking facility, for SOFA eligible patrons, is located on the second floor. They provide services such as yen/dollar transactions and check cashing. There is also an Automatic Teller Machine located on the first floor. Withdrawals only in both yen and dollars.

Copy Service: Copy service is available for a small fee at the front desk.

Swimming Pool: Located on the second floor below the exercise room. This is a year-around facility that offers a heated swimming pool, sun deck, jacuzzi, children's pool and his and her saunas and showers.

Exercise Room: Located on the second floor. Children under the age of sixteen (16) must be accompanied by an adult. Children under the age of ten (10) are prohibited from using exercise equipment.

F & B Reservations: Located on the first floor, this is the place to make dinner reservations for Wellingtons and Kikuya. You can also purchase "special event" tickets here. Ext. 7151.

Fax: Fax service is available at the front desk, three (3) dollars for DSN, fifteen (15) dollars for commercial.

Information and Tours Desk: Located in the main lobby, you can get information on distances to and from places to visit, and purchase tickets if needed. They will also explain the use of trains, buses, and subways in and around Tokyo.

Laundry/Dry Cleaning: Look in your dresser drawer for the forms to use when requesting this service.

Movies: Video movies may be rented from the front desk. Check the TV Guide in your room for current features.

Payment: Payment at all retail outlets, except the Navy Exchange can be made in yen, dollar, or major credit cards. Exchange accepts U.S. dollars, Visa, MasterCard and NEX card.

Reading Materials: Newspapers are available in the NEX Book Store and from coin operated vending machines at the main lobby entrance.

Room Service: The New Sanno offers an express room service for Breakfast and Dinner. The menus and times can be found in the room folio.

Room Temperature: The front desk can help override the temperature setting for your room. Extra blankets are available upon request to the front desk.

Hair Dryers & Extra Towels: Please call the housekeeping office between 8 a.m. and 5 p.m. (ext.7091/7092) During other hours, please place your request with the front desk.

Self Service coin laundry: Self service coin laundry located in the basement parking area. Laundry aids available. Coins may be obtained at the Military Banking Facility, the Game room, or the front desk.

Commercial Calls: May be dialed from your room for a small per call charge.

Room Reservations: Call or Fax The New Sanno Hotel and provide the conference code number and your method of payment to include: Full Name, Social Security Number, Branch of Service, Pay Grade (Military/Civilian) and Method of Payment.

DEPOSIT AND CANCELLATION POLICY: Deposits are refundable when a cancellation notice is received at least three days prior to the scheduled check-in date. **Cancellations with less than three days notification and NO-SHOWS will forfeit the one night's room deposit, or receive a no-show charge on the credit card used.** A guaranteed reservation will not be held past 10:00 p.m. unless precise late arrival information is provided.

CREDIT CARDS HONORED: Visa MasterCard American Express Diners Club

CHECK-IN TIME: Check-in time is 3:00 p.m. daily. Due to occupancy demand, early arrivals cannot be assured of receiving their reserved accommodations prior to 3:00 p.m.

CHECK-OUT TIME: Check-out time is 12:00 noon. Late check-out is normally not possible; however, luggage may be checked with the bell desk after vacating the room.